

STATE OF SOUTH CAROLINA MILITARY DEPARTMENT
SOUTH CAROLINA STATE GUARD
OLYMPIA ARMORY, 551 GRANBY LANE
COLUMBIA, SOUTH CAROLINA 29201

MEMORANDUM THRU: Chain of Command

DATE: _____

MEMORANDUM TO: Headquarters, SCSG

SUBJECT: Request for Officer Personnel Action

It is requested that _____ Rank _____ ID# _____, be

() Appointed to the Rank: _____ and assigned _____ *

() Promoted from Rank: _____ to _____

() Reassigned from: _____ * to _____ *

() Transferred from: _____ * to _____ *

*Para _____ Line _____ *Para _____ Line _____

() Separated from: _____ Reason: _____

Authority: Section _____ SCSGR 600-1 Effective Date: _____, 20 _____

() FOR THE COMMANDER:

Signature, Grade, & Title of CO, XO or S-1

1st Endorsement

Headquarters, _____, _____, SC, _____, 20 _____

() Approved () Disapproved

() FOR THE COMMANDER:

Signature, Grade, & Title of CO, XO or G-1

2nd Endorsement

Headquarters, _____, _____, SC, _____, 20 _____

() Approved () Disapproved

() FOR THE COMMANDER:

Signature, Grade, & Title of CO, XO or G-1

3rd Endorsement

Headquarters, _____, _____, SC, _____, 20 _____

() Approved () Disapproved

() FOR THE COMMANDER:

Signature, Grade, & Title of CO, XO or G-1

ORDER NUMBER (For Division Use Only)